

Special Procedures for Election Judges in Consolidated Precincts

Presidential Primary Election – April 26, 2016

Montgomery County, Maryland

For the Presidential Primary Election, the following polling places will each host 2 or more precincts:

	Polling Place	Precincts	# voters	Same/Different Congressional Districts?
1	Laytonsville Elementary School	01-01	2,089	same
		08-14	28	
2	John T. Baker Middle School	02-07	93	same
		12-02	2,616	
3	Lois P. Rockwell Elementary School	02-09	510	same
		12-04	2,500	
4	Maryvale Elementary School	04-01	3,677	same
		04-41	1	
5	Twinbrook Elementary School	04-07	2,352	same
		04-37	243	
6	Meadow Hall Elementary School	04-09	1,533	same
		04-27	505	
		04-38	75	
		04-43	19	
7	Richie Park Elementary School	04-11	509	same
		04-25	1,709	
8	Rocking Horse Road Center	04-15	1,591	same
		04-26	1,999	
		04-40	48	
9	Robert Frost Middle School	04-20	3,992	same
		04-42	5	
10	Potomac Methodist	04-23	258	same
		10-01	1595	
11	Springbrook High School	05-05	2,712	same
		05-22	1,572	
12	Northwest High School	06-11	78	same
		06-15	3,812	
13	Bethesda Chevy Chase	07-01	1,711	same
		07-08	2,920	
14	Sherwood High School	08-06	4,056	same
		13-60	149	

15	Colonel Zadok Magruder	08-08	3,097	same
		08-15	149	
16	Washington Grove Town Hall	09-32	527	same
		09-38	433	
17	Flower Hill Elementary School	09-37	1,972	same
		09-39	27	
18	Herbert Hoover Middle School	10-05	2,471	same
		10-06	2,445	
19	Aspen Hill Library	13-43	2,056	same
		13-70	195	

Each of these polling places will have two Chief Judges, two Closing Judges, and enough Voting Operations judges to manage the election for all precincts.

The precincts will share election equipment (Electronic Pollbooks, Scanning Unit(s) and Ballot Marking Device(s)). Each Pollbook will carry the voter roster for all precincts within that polling place in a single database. Check-In Judges will access voters' records according to standard methods used in all precincts. There is no need for the Check-in Judges to determine a voter's home precinct; the printed VAC will identify the voter's home (assigned) precinct.

Election Judges in combined precincts will observe most, but not all, procedures as described in the Election Judges' Manual. The differences are described below.

Check-In Area:

Voters eligible for standard ballots are checked in according to regular procedures. Circling (or highlighting) the voter's ballot style number, precinct, and party are essential – it helps to ensure that voters will receive the correct paper ballot at the ballot issuing table.

Ballot Issuing Table(s):

Each precinct assigned to the polling place will receive its own set of ballots; there will be a *Ballot Certificate* for each precinct. Voters must receive the ballot assigned to their precinct in order for the Scanning Unit to sort and count ballots by precinct at the end of the election. Each ballot table will have its own *Spoiled Ballot Envelope* and its own *Spoiled Ballot Log*.

For the following precincts, there will be two ballot issuing tables, one for each precinct:

Lois P. Rockwell Elementary School (02-09, 12-04)
Twinbrook Elementary School (04-07, 04-37)
Richie Park Elementary School (04-11, 04-25)
Potomac Methodist (04-23, 10-01)
Springbrook High School (05-05, 05-22)
Bethesda-Chevy Chase High School (07-01, 07-08)
Sherwood High School (08-06, 13-60)
Colonel Zadok Magruder (08-08, 08-15)
Washington Grove Town Hall (09-32, 09-38)
Herbert Hoover Middle School (10-05, 10-06)
Aspen Hill Library (13-43, 13-70)

Judges at these tables must check each voter's VAC to determine that the voter is at the correct table for the precinct circled on the voter's VAC. Once the correct precinct is established, the Judge may issue the correct party ballot.

For the following precincts, there will be 1 ballot issuing table and Chief Judges will hold the ballots for the smaller (by population) precinct:

Laytonsville Elementary School (table: 01-01, Chief Judges hold ballots for 08-14)
John T. Baker Middle School (table 12-04, Chief Judges hold ballots for 02-07)
Maryvale Elementary School (table 04-01, Chief Judges hold ballots for 04-41)
Robert Frost Middle School (table 04-20, Chief Judges hold ballots for 04-42)
Northwest High School (table 06-15, Chief Judges hold ballots for 06-11)
Flower Hill Elementary School (table 09-37, Chief Judges hold ballots for 09-39)

*Check-In Judges must direct voters in the smaller precinct to the Chief Judges who will issue the correct ballot (precinct/party).

For the following precinct, there will be 2 ballot issuing tables and the Chief Judges will hold a set of ballots for the third and/or fourth smallest precinct(s):

Rocking Horse Road Center (tables for 04-15 and 04-26, Chief Judges hold ballots for 04-40)
Meadow Hall Elementary School (tables for 04-09 and 04-27, Chief Judges hold ballots for 04-38 and 04-43)

*Check-In Judges must direct voters in the smaller precincts to the Chief Judges who will issue the correct ballot (precinct/party).

Ballot Marking Device:

Judges assisting voters at the Ballot Marking Device must first choose the correct precinct and then choose the correct party ballot for each voter.

Scanning Unit:

The Scanning Unit will accept ballots from all voters regardless of precinct.

Counting VACs:

VACs from the Scanning Unit Envelope must be sorted first by precinct and then by party. They must be kept separate – there will be sufficient VAC boxes for each precinct. Complete a VAC worksheet for each precinct. Then use the *Consolidated Precincts VAC Worksheet* to add them together for entry on the *Closing Summary Report*.

11 am and 4 pm Unofficial Turnout Reports

Results must be presented to the public by precinct. In order to produce these reports using information from the pollbook:

1. From the Find Voters Screen, press “Return to Main” button.
2. From the Main Screen, press the “Status Tab”.
3. On the Status Screen, press the “Voter Counts” tab (found on the second row of tabs).

The chart on the screen will show the voter counts by party for each precinct. Enter these numbers on the blank Precinct Unofficial Turnout Report forms provided.

Provisional Table:

In most consolidated precincts, there will be one Provisional Supply Bag that the individual precincts will share. Inside the supply bag, there will be a set of provisional ballots for each precinct within the consolidated precinct. They must be accounted for separately – each precinct will have its own set of provisional voting forms. (*Provisional Ballot Opening Certificate, Provisional Ballot Closing Certificate, Provisional Ballot Tally Sheet*). In addition, there will be a Provisional Ballot Transfer bag for each precinct.

A voter who resides within one of the precincts in the consolidated precinct must be given a ballot for their assigned precinct. The voter must cast his/her ballot into the Provisional Ballot Transfer Bag assigned to their assigned precinct.

Voters who reside outside the consolidated precinct may receive a ballot that was assigned to either precinct. The ballot must be cast into the Provisional Ballot Transfer bag for the precinct the ballot was taken from.

Closing the Scanning Unit:

Chief Judges must produce 3 sets of results reports by precinct and one report that combines the results for all of the precincts within the consolidated precinct. Follow the instructions *Scanning Unit Closing the Polls Procedure for Consolidated Precincts* to close the Scanning Unit, produce the reports, and place them in the correct places as described in the instructions.

Closing Summary Report

There is one Closing Summary Report for the consolidated precinct. Some of the entries on this report will require adding numbers from each precinct. Use the Consolidated Precincts Worksheet to obtain these numbers.

Consolidated Precincts Worksheet					
Use this worksheet to total numbers from individual precincts for use in the Closing Summary Report.					
D/P – enter district/precinct number. If there are extra D/P boxes, disregard.					
	Provisional Ballots Cast	Spoiled (Regular) Ballots and BACs	Spoiled Provisional Ballots	VACs from Scanning Units	Provisional VACs
Source	Box G, Provisional Ballot Closing Certificate	"Total SPOILED Ballots at Closing" from Ballot Certificate	Box H, Provisional Ballot Closing Certificate	Box C, Voter Authority Card Worksheet	Box F, Provisional Ballot Closing Certificate
D/P					
D/P					
D/P					
D/P					
Total					
Enter on Closing Summary Report	Line 5	Line 7	Line 8	Line 11	Line 12

Other Forms

For forms not noted above, the consolidated precinct will have one set of forms. For example, there is only one *Chief Judge Log*, one *Polling Room Sign-In Sheet*, one *Pollbook Integrity Report*, and one of each of the *Chain of Custody* forms.